



STATE OF UTAH

OFFICE OF THE GOVERNOR
SALT LAKE CITY, UTAH
84114-2220

GARY R. HERBERT
GOVERNOR

SPENCER J. COX
LIEUTENANT GOVERNOR

Intern at the Governor's Office

The Governor's Office is seeking **General Office Interns** for summer 2015.

Description:

Interns in the Office of the Governor will gain a wide variety of professional experience while working within the Executive Branch of government. Internships are unpaid and may be completed for academic credit. Internship start and end dates will be negotiated based on school schedules.

General Office Interns may assist in the following offices: The Office of the Governor, Authentications, Governor's Office of Management and Budget, Constituent Services, Elections, and the Office of the First Lady.

Hours:

20 hours per week. Work schedules are flexible; however, interns are required to be present in the office on the days and times agreed upon by both parties.

Duties:

- Logging documents
- Conducting special research projects
- Assisting with press events
- Drafting correspondence letters, thank you notes, etc.
- Compiling documents for the Governor and senior staff
- Documenting state events, i.e., taking photographs, attending meetings
- Routine office duties: Answering telephones / filing / copying / archiving

Qualifications:

We are seeking outstanding young men and women with excellent writing, grammar, and computer skills, who are professional in dress and conduct.

To Apply:

Please email your résumé, cover letter, and a writing sample (two pages maximum) to Austin Cox at austincox@utah.gov. Applications must be received by **April 3, 2015**.